

HOW TO APPLY FOR A SHORT-TERM RENTAL PERMIT ON CLOUDPERMIT+

1. GO TO THE CITY WEBSITE AT <https://www.fruita.org/>
2. Hover over City Hall; Choose Community Development under “Departments”

The screenshot shows the City of Fruita website homepage. The navigation menu at the top includes 'City Hall', 'Business & Development', 'Recreation & Events', and 'Why Fruita?'. The 'City Hall' dropdown menu is open, showing several categories: 'City Council', 'Boards & Commissions', 'Fruita Housing Authority', 'City Manager', 'City Staff Directory', 'Stay Informed', 'Departments', and 'Quick Links'. The 'Departments' list includes 'Administration', 'City Manager', 'Engineering', 'Human Resources', 'Municipal Court', 'Parks & Recreation', 'Community Development', 'Police', 'Public Works', and 'Utility Billing'. A yellow arrow points to 'Community Development' in the 'Departments' list. Below the navigation menu is a 'What's Happening' section with a plus sign. At the bottom, there is a row of buttons for 'REGISTER FOR A PROGRAM', 'CITY CONTACTS/DIRECTORY', 'CITY PROJECTS', 'JOB OPENINGS', 'STAY INFORMED', 'VISIT FRUITA', and 'MAKE A PAYMENT'. The footer contains the City of Fruita logo, navigation links (Home, Sitemap, Staff Login), the address (325 E. Aspen Ave., Fruita, CO 81521), a language selection dropdown, and the text 'a municode design'.

3. Apply for a Cloudpermit Account


Community Development Department

The Community Development Department is comprised of three inter-related divisions that coordinate services for development activities in the City of Fruita. The three divisions are Planning and Zoning, Neighborhood Services (previously known as Code Compliance), and the Building Division.

The Community Development Department assists in all planning services including subdivision and conditional use permit applications, planning clearances, sign permits, fence permits, zoning inquiries, annexations, long range planning, as well as building permits and building inspections in the City of Fruita. The Community Development Department is located at 325 E Aspen Ave., Fruita, CO 81521; (970) 858-0786; Fax: (970) 858-0210

A Vision for Fruita
"The City of Fruita values quality of place. It's an inclusive city, with a small-town feel and vibrant downtown, surrounded by public lands. People love to live, work, and play in Fruita because the City facilitates community, safe neighborhoods, family-friendly events, and walking and biking. The City governs in a way that's responsive to its citizens and prioritizes high-impact services and projects. Fruita fosters a fun and funky ambiance around the arts, agriculture, and recreation."
(Plan Vision, Fruita In Motion: Plan Like a Local Comprehensive Plan)


Applying for a Permit
The Community Development Department is proud to introduce an all electronic permit software program that will allow homeowners, small businesses, contractors, and DIY'ers to submit building permits online. The online software will also allow for the ability to request inspections.

First time? Visit [Cloudpermit to sign up](#) for  permit is the software solution the City uses to manage permit-related information.

Cloudpermit allows the City to streamline the review process for building permits. You must create an account in Cloudpermit in order to submit a building permit.

Building Division Fruita Community Plan Update

4. Create a new application: Tab is in the upper right corner.

GO TO WORKSPACE CREATE A NEW APPLICATION (+) 

5. Select State and City

6. Choose Licensing

1 Select city

Colorado ▼ Fruita ▼

2 Select type of application



Building Permit

A Building Permit is necessary when you wish to construct, renovate, demolish or change the use of a building in the City of Fruita. You must obtain a permit before you:



Licensing

Select this option to apply for a Short Term Rental application. More information on Short Term Rental's within the City of Fruita can be found at the following link -



Planning Approval

This step is required for all Land Development Applications including;

- Annexations



2

Select type of application



Building Permit

A Building Permit is necessary when you wish to construct, renovate, demolish or change the use of a building in the City of Fruita. You must obtain a permit before you:



Licensing

Select this option to apply for a Short Term Rental application. More information on Short Term Rental's within the City of Fruita can be found at the following link - <https://www.fruita.org/cd/page/short-term-rentals>

CREATE APPLICATION



Planning Approval

This step is required for all Land Development Applications including;

- Annexations

7. Select “Short Term Rental” as your category and choose your work type of either “New” or “Renewal” depending on whether you are a current operator doing your annual renewal or if it is a brand new Short Term Rental application.

Select category, type and target for your application

Good to know

Describe the purpose of your application with the category, work type, and work target selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

Category

Short Term Rental

Work type

New

Renewal

Work target

Short Term Rental

8. Choose the correct application designation for who is creating the application and click “Next.”

Initialization of application

- I am the applicant Create application on behalf of customer Application already submitted (e.g. by paper or email)

CANCEL

BACK

NEXT →

9. Type in the address of your Short Term Rental (this will auto populate) and choose the correct address

Location for the application

Select a property for the application. Search by address or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Fruita, Colorado

325 E Aspen Ave

Existing locations

Addresses

325 E ASPEN AVE (PIN: 2697-172-11-011)

RUBY

LOMA

GILSONITE

FRUITA

RHONE

APPLETON

McInnis Canyons National Conservation Area

Grand Junction Regional Airport

CANCEL

BACK

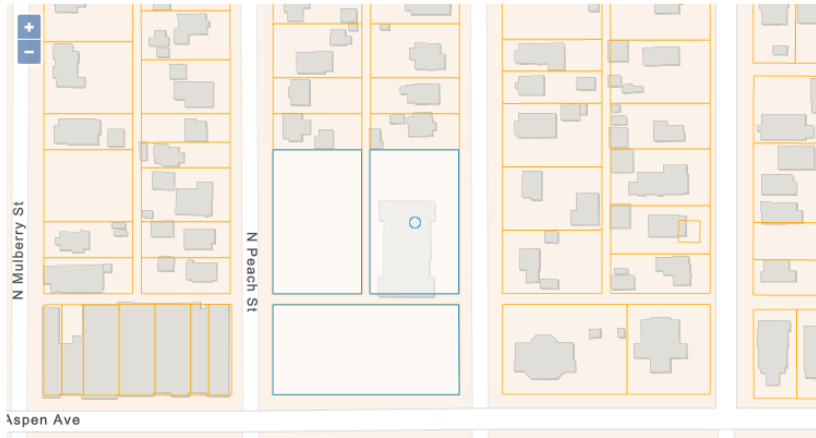
NEXT →

Location for the application

Select a property for the application. Search by address or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Fruita, Colorado

Q 325 E ASPEN AVE X



Address

325 E ASPEN AVE

Property details

PIN: 2697-172-11-011

Municipal ID: 12231

Property code: Exempt

Other information

Legal description: LOTS 6 THRU 18 INC BLK 2 TOWN OF FRUITA SEC 17 1N 2W U M



CANCEL

BACK

NEXT →

10. Check your Summary to be sure it is correct and if it is, Finish & Create.

Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION LOCATION

Address	PIN	Municipal ID	Property code
325 E ASPEN AVE	2697-172-11-011	12231	Exempt

APPLICATION TYPE & CATEGORY

LICENSING SHORT TERM RENTAL

WORK TYPE AND TARGET

RENEWAL SHORT TERM RENTAL

APPROVAL AUTHORITY

FRUITA, LICENSING



CANCEL

BACK

FINISH & CREATE →

Tips and Tricks:

- If any of the fields show red, it means that there are fields that need to be filled out.
- There are notes that show you exactly what is missing.
- You will not be able to move forward without assigning the following:

Local Point of Contact
(STR's)
Property owner
Applicant

- Depending on your situation, Parties to the application can have one or multiple roles.
- There are three places to sign off on the application and one submittal tab. Be sure you submit your application
- Once your fees are assigned you will be able to make an online payment. You will automatically be taken to our online payment servicer, Payport.
- You will be emailed your receipt from our online payment portal.
- You will need to request your inspection after payment has been accepted.
- Once the inspection has been approved a permit will be issued and can be retrieved in your Cloudpermit application.
- Payment is through Payport, which is with the State of Colorado. It will look something like this on your credit/debit card statement:
 - CO CITY SERVICESDENVERCO

